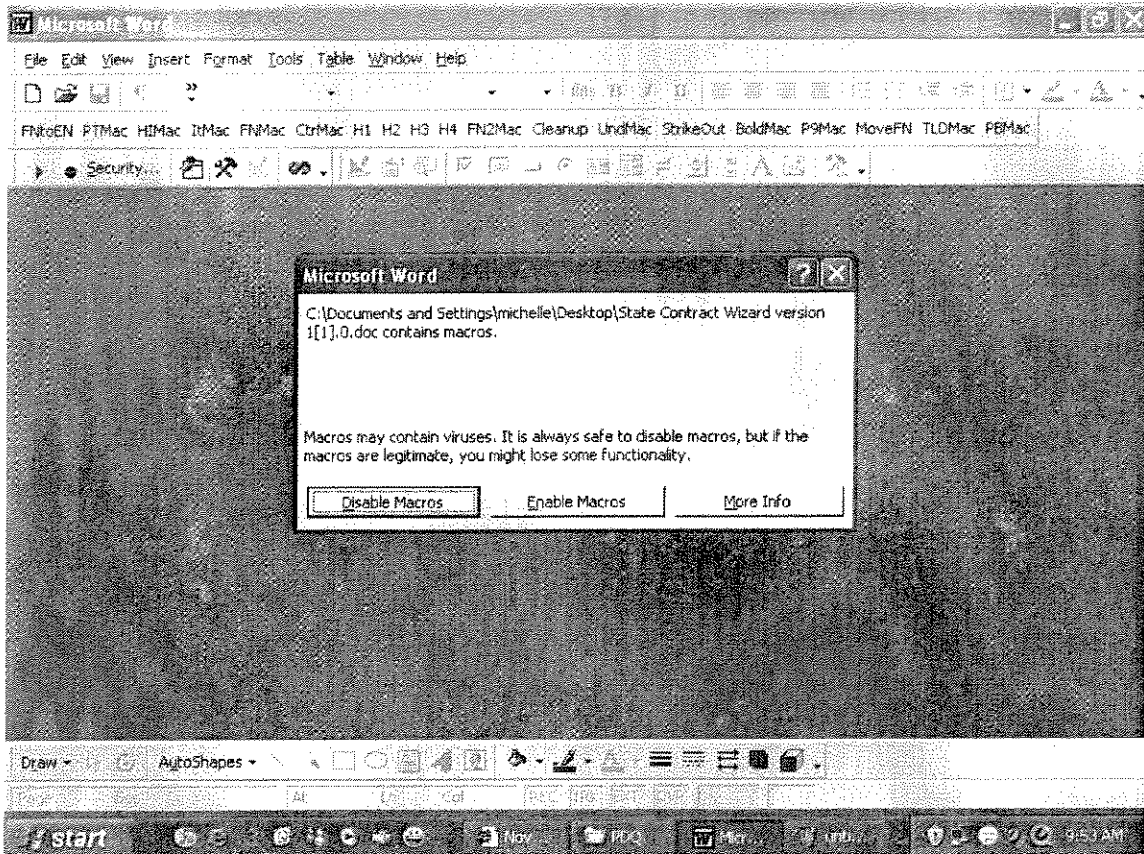


INSTRUCTIONS FOR INSTALLING THE CONTRACT WIZARD

(It's as easy as 1-2-3...or 4 and maybe 5!)

1. Download the State Contract Wizard file and save it to your computer. DO NOT try to open and run it directly from the web page or from an email, because it will not work.
2. Double click the State Contract Wizard file on your computer to open it.
3. You should get a screen that looks like this:



4. If you get this screen, click on "Enable Macros," and you are ready to get started on your contract.
5. If you DO NOT get this screen, and instead see only the first page of the contract, you will need to change your security settings for macros in your Word program. To change your settings, go to **TOOLS → MACRO → SECURITY**, then change your security level from "**High**" to "**Medium**" and click on "**OK**." When you close the Wizard, and reopen it, and you should get "Enable Macros" screen and can proceed from there.

If you have any questions or comments on the Wizard, please contact Kevin Cruise at the State Controller's Office at (303) 866-2127. If you experience problems with operating the Wizard, you can also call Michelle Lee at (303) 866-3622 or Harry McCabe at (303) 866-2315 at the Dept. of Human Services for assistance.